

**UNITED STATES DEPARTMENT OF AGRICULTURE**

Farm Service Agency  
Washington, DC 20250

**National Procedure Checklist No. 1819**

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**Field Office Distribution** All directives are sent to BBS for State Offices and KCAO to access for local printing and distributing. To inquire about the transmission of directives, call the Directives Section at 202-690-0594.

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**National Office Distribution** Notices are available on Internet. Handbooks are printed and distributed to the National Office.

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**Directives on Internet** Notices are available on Internet at [www.fsa.usda.gov/dam/forms/notices.asp](http://www.fsa.usda.gov/dam/forms/notices.asp).

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**Temporary Directives** Temporary directives issued since the last weekly checklist are listed in this table.

Short Reference and Effective Date	Title	For
AO-1235 10-18-00	AMS Clarification of Voting Procedures for the Pork Referendum	State and County Offices, Except PR
BU-586 10-20-00	FY 2001 Operations After October 20, 2000	FSA Offices
BU-587 10-26-00	FY 2001 Operations After October 25, 2000	FSA Offices
CN-916 10-19-00	Revising CCC-Cotton AA and CCC-709	State and County Offices
CRP-378 10-20-00	Reviewing and Recommending Applications for Biomass Pilot Projects	State Offices
FLP-170 10-23-00	Emergency Seed Loan Program Training	State Offices
FSFL-14 10-18-00	Change in Farm Storage Facility Loan (FSFL) Down Payment Requirement	State and County Offices
IRM-314 10-18-00	Changing the Terminal Access Controller Access Control System (TACACS) Password	State and County Offices

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**National Procedure Checklist No. 1819 (Continued)**

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**Temporary  
Directives  
(Continued)**

<b>Short Reference and Effective Date</b>	<b>Title</b>	<b>For</b>
LD-495 10-19-00	Lamb Meat Adjustment Assistance Program (LMAAP) Year 2 Relief Period	State and County Offices
LP-1760 10-25-00	Determining Eligibility and Yields for Grain Sorghum Varieties	State and County Offices
PF-150 10-25-00	Proposed Rule for PFC Planting Violations	State and County Offices
PM-2212 10-25-00	Using Annual Leave to Avoid Forfeiture and Exigency Information	FSA, RMA, and FAS Employees, Except Overseas Employees
TB-982 10-24-00	Tobacco Loss Assistance Program 2000 (TLAP00) Overpayment/Underpayment Procedures	Tobacco State and County Offices
TB-983 10-25-00	Tobacco Loss Assistance Program 2000 (TLAP00) Supplemental Payments	AL, GA, NC, and VA State and County Offices

**Permanent  
Directives**

Permanent directives issued since the last weekly checklist are listed in this table.

<b>Short Reference and Effective Date</b>	<b>Title</b>	<b>For</b>
7-CN (Rev. 15) Amend. 1 10-6-00	Cotton Loans and Loan Deficiency Payments	KC Offices and Cotton State and County Offices
1-FSFL Amend. 4 10-19-00	Farm Storage Facility Loan Program	State and County Offices

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## National Procedure Checklist No. 1819 (Continued)

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**Procedure Notices** Procedure notices issued since the last weekly checklist are listed in this table.

PN Issue No.	Date	For
PN Issue No. 103	10-20-00	State and County Offices

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**Obsolete Directives** Directives made obsolete since the last weekly checklist are listed in this table.

Short Reference	Date of Obsolescence	Made Obsolete By
BU-583	10-26-00	BU-587
BU-584	10-26-00	BU-587
BU-586	10-26-00	BU-587
7-CN (Rev. 14)	10-6-00	7-CN (Rev. 15) Amend. 1
LP-1735	10-1-00	Disposal Date

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## National Procedure Checklist No. 1819 (Continued)

USDA/FSA

Prefix	Form No.	Edition Date	Form Title	Filename PDF	Filename WPD	Other Files	Stocked By	Unit Issue	Fillable	Used By	WDC Directives	File Code <sup>1/</sup>	Remarks
FSA	491-2C	08-07-00	Pilot Project Receiving Station Report of Tobacco on Hand	FS491-2C.PDF	nofile.htm	nofile.htm	RPL/PDF	Sheet	Y	Burley State and County Offices, and Burley Tobacco Receiving Stations	14-TB	N/A	This form is new and available electronically.
FSA	205C	08-07-00	Pilot Project Worksheet for Determining Reduced Marketing Penalty for Failure to Collect or Timely Remit Tobacco Assessments	FSA205C.PDF	nofile.htm	nofile.htm	RPL/PDF	Sheet	Y	Burley State and County Offices, and Burley Tobacco Receiving Stations	14-TB	N/A	This form is new and available electronically.
KC	252	07-14-95	Notice of Commodity Shortage and/or Damage	nofile.htm	nofile.htm	nofile.htm	RPL/WP	Sheet	N	CRD-FSIB			No longer used; destroy all stocks/files.
KC	335	07-26-99	Private Voluntary Organization (PVO) Verification of Surveyor Attendance	notfile.htm	nofile.htm	nofile.htm	RPL/WP	MP/2 Head to head	N	CRD-FSIB			No longer needed; destroy all stocks/files.
KC	NWSC-116	04-25-66	Financial Statement Record (Specify White or Blue)	nofile.htm	nofile.htm	nofile.htm	CG	Card	N	CRD-FRB			Form no longer required; destroy all stocks/files.
MQ	72-3	08-07-00	Pilot Program Transmittal of MQ-72-1, MQ-72-2, or MQ-72-C	MQ072-3.PDF	nofile.htm	nofile.htm	RPL/PDF	Sheet	Y	Burley State and County Offices, and Burley Tobacco Receiving Stations	12-TB, 13-TB, 9-TB (SCOAP), 10-TB (SCOAP) 14-TB	N/A	This form was revised and available electronically. Destroy old stock.

**Notes:** Files saved in PDF Format must be opened in Adobe Acrobat Reader 3.0 (or greater) to print. The freely available Acrobat Reader does not allow you to save your completed form to disk.

A new column titled "Other Files" was added to the Checklist to document electronic files other than PDF and WPD formats.

<sup>1/</sup> Filing codes pertain only to State and County Offices.

## National Procedure Checklist No. 1819 (Continued)

USDA/FSA

Prefix	Form No.	Edition Date	Form Title	Filename PDF	Filename WPD	Other Files	Stocked By	Unit Issue	Fillable	Used By	WDC Directives	File Code <sup>1/</sup>	Remarks
MQ	72-C	08-04-00	Pilot Project Report of Contract Purchase	MQ072C.PDF	nofile.htm	nofile.htm	RPL/PDF	Sheet	Y	Burley State and County Offices, and Burley Tobacco Receiving Stations	14-TB	N/A	This form is new and available electronically.
MQ	76-1C	08-07-00	Pilot Project Receiving Station Request for Authorization to Retain Producers' Tobacco Marketing Cards	MQ076-1C.PDF	nofile.htm	nofile.htm	RPL/PDF	Sheet	Y	Burley State and County Offices, and Burley Tobacco Receiving Stations	14-TB	N/A	This form is new and available electronically.
MQ	76-C (Pilot)	Undated	Pilot Burley Tobacco Marketing Card	nofile.htm	nofile.htm	nofile.htm	KCAO	Card	N	Burley State and County Offices, and Burley Tobacco Receiving Stations	14-TB	N/A	This card is new. A distribution was made. Tentative delivery date was 10-16-00.
MQ	78C (Tobacco)	08-07-00	Pilot Project Tobacco Receiving Station Registration	MQ078C.PDF	nofile.htm	nofile.htm	RPL/PDF	MP/2 Head to Head	Y	Burley State and County Offices, and Burley Tobacco Receiving Stations	14-TB	N/A	This form is new and is available electronically.
MQ	80-1C	08-07-00	Pilot Project Report to Associations of Receiving Station Purchases	MQ080-1C.PDF	nofile.htm	nofile.htm	RPL/PDF	Sheet	Y	Burley Station and County Offices, and Burley Tobacco Receiving Stations	14-TB	N/A	This form is new and available electronically.
MQ	80C	08-07-00	Pilot Project Daily Receiving Station Sales Summary	MQ080C.PDF	nofile.htm	nofile.htm	RPL/PDF	Sheet	Y	Burley State and County Offices, and Burley Tobacco Receiving Stations	14-TB	N/A	This form is new and available electronically.

**Notes:** Files saved in PDF Format must be opened in Adobe Acrobat Reader 3.0 (or greater) to print. The freely available Acrobat Reader does not allow you to save your completed form to disk.

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USDA/FSA

Prefix	Form No.	Edition Date	Form Title	Filename PDF	Filename WPD	Other Files	Stocked By	Unit Issue	Fillable	Used By	WDC Directives	File Code <sup>1/</sup>	Remarks
RD	1951-C-1 FmLt.	10-20-00	Notice of Intent to Collect by Administrative Offset	nofile.htm	nofile.htm	1951-C-1. DOC	RPL/DOC	MP/5 Head to Head	Y	FSA, RD	RD PN Issue No. Special dated 10-20-00, and Referenced in FSA PN Issue No. 103.	N/A	This form letter was revised and available electronically. Destroy old stock.
RD	1951-C-2 FmLt.	10-20-00	Notice of Debtor That Administrative Offset Has Been Exercised and Intent to Collect by Administrative Offset	nofile.htm	nofile.htm	1951-C-2. DOC	RPL/DOC	MP/5 Head to Head	Y	FSA, RD	RD PN Issue No. Special dated 10-20-00, and Referenced in FSA PN Issue No. 103.	N/A	This form letter was revised and is available electronically. Destroy old stock.
RD	1951-C-4 FmLt.	10-20-00	Notification of Salary Offset	nofile.htm	nofile.htm	1951-C-4. DOC	RPL/DOC	MP/2 Head to Head	Y	FSA, RD	RD PN Issue No. Special dated 10-20-00, and Referenced in FSA PN Issue No. 103.	N/A	This form letter is new and available electronically.

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Prefix	Form No.	Edition Date	Form Title	Filename PDF	Filename WPD	Other Files	Stocked By	Unit Issue	Fillable	Used By	WDC Directives	File Code <u>1/</u>	Remarks
RD	1951-C-6 FmLt.	10-20-00	Notification of Intent to Refer Account to Treasury Offset Program (TOP)	nofile.htm	nofile.htm	1951-C-6. DOC	RPL/DOC	MP/3 Head to Head	Y	FSA, RD	RD PN Issue No. Special dated 10-20-00, and Referenced in FSA PN Issue No. 103.	N/A	This form letter was revised and is available electronically. Destroy old stock.
RD	1951-C-8 FmLt.	10-20-00	Employee's Notice to the Agency Requesting a Different Repayment Schedule	nofile.htm	nofile.htm	1951-C-8. DOC	RPL/DOC	Sheet	Y	FSA, RD	RD PN Issue No. Special dated 10-20-00, and Referenced in FSA PN Issue No. 103.	N/A	This form letter was revised and is available electronically. Destroy old stock.

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